



Placer County Health and Human Services Department

Temporary Food Facilities at Community Events Application for Community Event Coordinator

A. Introduction

The purpose of this application is to assist Placer County community event coordinators in working effectively with the food vendors to assure safe and sanitary food service. This application applies to both for-profit and non-profit vendors participating in community events such as fairs and festivals.

This application is not intended for private events for members and invited guests.

B. Responsibilities

Community event coordinators have four primary responsibilities:

1. Assure that participating food vendors have a valid permit in good standing with Environmental Health. “**FOOD**” means a raw, cooked, or processed edible substance, ice, **BEVERAGE**, an ingredient used or intended for use or for sale in whole or in part for human consumption, and chewing gum.
2. Complete the *Event Coordinator Permit Application* and submit it along with applicable fee to Placer County Environmental Health at least **two weeks** before the event. (Note: You may attach your own site map)
3. Provide adequate sanitation support services for the event, such as chemical toilets with hand washing stations, janitorial services and waste disposal.
4. Remind food vendors to post their permit and the Food Vendor Self Inspection form in the booth during all hours of operation.

C. Fees

- 1) Event coordinator - \$175 per event
- 2) Event coordinator is eligible for a fee reduction if all vendors are non-profit

D. Additional Information

For additional information, contact Placer County Environmental Health, Consumer Protection Programs, Auburn office at (530) 745-2300, or the Tahoe office at (530) 581-6240.

Temporary Food Facilities at Community Events
Application for Community **EVENT COORDINATOR**

Event Name

Event Location

Date(s) of Event

Hours of Operation

Anticipated Attendance

Organization Name

Coordinator Name

Coordinator Mailing Address

City

State

Zip

Coordinator Contact Phone Number(s)

Email Address

I certify that I am familiar with the infrastructure requirements for food service at community events (as listed in the attached site map checklist taken from the California Health & Safety Code), and that I will be responsible for the provision and maintenance of restrooms with hand washing, water supply, waste removal, janitorial facilities, or any other temporary food facility common services. I also understand that depending on risk assessment and staff assignments, initial vendor phone interviews and/or event inspection may be conducted by Environmental Health Services.

Event Coordinator Signature

Date

Office Use Only

Paid: \$ _____ Check #: _____ Receipt #: _____ Invoice #: _____ Date: _____

PE: _____ AR #: _____ SR #: _____ ☐ Approved ☐ Denied

Complete: ☐ yes ☐ no

REHS Signature:

Date:

Participating Vendors

Please complete the following summary table for each vendor approved to attend the event, Make sure all items on the site map checklist are included and any other pertinent information for your event.

[illegible]

Site Map- Temporary Food Facilities at Community Events

Site Map Checklist

- ☐ North arrow
- ☐ Cross street for reference
- ☐ Vendor location
- ☐ Toilet and hand washing facility location

Notes:

- A. There needs to be at least one toilet and hand washing facility for every 15 food workers within 200 ft of each food service facility.
- B. Hand washing facilities must have hot and cold running water, soap, and single use towels in permanently installed dispensers and receptacle for paper towel waste.

- ☐ Janitorial facilities
The event needs adequate janitorial services for cleaning facilities and restrooms.
- ☐ Location where vendors will dispose of their waste water
- ☐ Garbage collection and storage locations
- ☐ Potable water supply (if on-site well is utilized)